Ambassador Social Media and Publicity Guidelines

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Introduction and Purpose

Ambassador Guidelines Overview

The purpose of the Ambassador Social Media and Publicity Guidelines is to provide a clear and comprehensive framework for Practicing Musician's Ambassadors when engaging with the public through various social media platforms and other publicity channels. These guidelines are designed to protect Practicing Musician's reputation, brand identity, and legal interests while enabling Ambassadors to generate income by effectively promoting the company's products and services.

As an Ambassador for Practicing Musician, it is crucial to understand and adhere to these guidelines, as they will help you maintain a professional and consistent presence online while representing the company. This document outlines the expectations, best practices, and responsibilities of Ambassadors regarding content creation, promotion, engagement, privacy, and compliance with relevant laws and regulations. By following these guidelines, you will contribute to the growth and success of Practicing Musician while protecting its values and brand identity.

Ambassador Goals and Objectives

The primary goals and objectives of the Ambassador role within Practicing Musician are to:

- **1. Build awareness:** Actively contribute to raising the profile of Practicing Musician and its offerings, including the free online multimedia curriculum, micro tutoring subscriptions, homeschool parent mentorship, professional development, and eCommerce shop.
- 2. Drive engagement: Encourage meaningful interactions and foster positive relationships with the audience, including potential and current students, parents, and other stakeholders in the music education community.
- **3. Generate income:** Utilize your unique skills, knowledge, and network to drive sales of Practicing Musician's products and services, ultimately benefiting both the company and yourself as an Ambassador.
- **4. Enhance brand reputation:** Represent the company with integrity and professionalism, promoting Practicing Musician's values and mission while adhering to the guidelines outlined in this document.
- **5. Foster collaboration:** Collaborate with fellow Ambassadors, Practicing Musician staff, and other partners to share knowledge, resources, and best practices, strengthening the overall impact of the Ambassador program.

By achieving these objectives, Ambassadors contribute to the growth and success of Practicing Musician while enhancing their personal brand and professional reputation within the music education community.

Scope and Applicability for Ambassadors

The scope and applicability of the Ambassador Social Media and Publicity Guidelines pertain specifically to individuals who have been selected and appointed as Ambassadors for Practicing Musician. These guidelines apply to all social media platforms, publicity channels, and communication methods used by Ambassadors in their capacity as representatives of the company.

Ambassadors are expected to comply with these guidelines whenever they:

- **1.** Create, share, or engage with content related to Practicing Musician, its products, or services.
- **2.** Interact with the audience, including potential and current students, parents, educators, and other stakeholders in the music education community.
- **3.** Promote or discuss Practicing Musician in any public forum or event, both online and offline.
- **4.** Collaborate with other Ambassadors, Practicing Musician staff, or partners in any capacity related to their role as an Ambassador.

These guidelines also apply to personal social media accounts when Ambassadors are clearly identified or associated with Practicing Musician in their profiles or content. It is essential for Ambassadors to maintain a clear distinction between their personal and Ambassador-related social media activities to ensure compliance with these guidelines and protect the reputation of both the individual and the company.

By understanding and adhering to the scope and applicability of these guidelines, Ambassadors help maintain a consistent and professional representation of Practicing Musician across various platforms and interactions.

Representing Practicing Musician's Values and Brand Identity

Embodying the Company Mission and Values

As an Ambassador for Practicing Musician, it is essential that you embody the company's mission and values in all of your social media and publicity activities. Practicing Musician's mission is to empower and collaborate with music educators, students, parents, and artists to create and provide accessible, high-quality music education to students of all ages and skill levels through innovative online platforms and services. Our core values guide every aspect of our business, including our social media and publicity efforts. These values include:

- 1. Student-Centric: We collaborate with educators, learners, parents, and artists to support continuous learning and lifelong musical journeys for all individuals. Your social media and publicity efforts should reflect this value by promoting diversity and inclusivity in our content and interactions with our audience.
- 2. Quality: We are committed to delivering exceptional educational content and services that meet the needs of our students and exceed their expectations. Your social media and publicity efforts should consistently showcase the high-quality resources and support we provide.
- **3. Community:** We recognize the importance of fostering a supportive and engaged community of students, instructors, parents, and partners. Your social media and publicity efforts should encourage positive interactions, collaboration, and a sense of belonging within our community.
- **4. Earned Trust:** We are dedicated to building trust by conducting our business with honesty, transparency, and the highest ethical standards. Your social media and publicity efforts should reflect our integrity by being truthful, accurate, and respectful in all communications.
- **5.** Passion and Commitment: We actively work to implement our vision, mission, and values, sharing Practicing Musician with people everywhere. Your social media and publicity efforts should passionately display our commitment to our vision, mission, and values.

- 6. Innovate and Simplify: We develop innovative technology to streamline complex ideas and processes, making music education accessible and efficient for everyone involved. Your social media and publicity efforts should highlight our innovative solutions and demonstrate our commitment to staying at the forefront of the industry.
- 7. Realistic Goals: We recognize the importance of setting attainable goals for ensembles and individual learners, helping educators optimize time and personalize each student's experience. Your social media and publicity efforts should highlight our commitment to personalized music education experiences and the optimization of time and resources for our students and educators.
- **8.** Hear All Voices: We value unique perspectives and encourage creative expression, fostering an environment that promotes respectful and constructive dialogue. Your social media and publicity efforts should reflect this by fostering an environment that promotes respectful and constructive dialogue.
- 9. Awareness and Well-Being: We practice mindfulness and humility, understanding the interconnectedness of individuals, communities, and societies and prioritizing objectivity over ego. Your social media and publicity efforts should prioritize objectivity and the interconnectedness of individuals, communities, and societies.
- **10.Joy:** Above all, we believe music is fun and aim to make every musician's journey enjoyable, fostering a love for learning and continuous progress. Your social media and publicity efforts should aim to make every student and educator's journey engaging and enjoyable.

By embodying Practicing Musician's mission and values in your social media and publicity efforts, you will not only strengthen the company's brand identity but also foster a positive, engaging, and supportive environment for everyone involved in the music education community.

Aligning Tone and Voice with the Brand

As an Ambassador for Practicing Musician, it is essential to align your tone and voice with the company's brand when engaging in social media and publicity activities. By doing so, you will create a cohesive and consistent representation of the company's identity, making it easier for the audience to recognize and connect with Practicing Musician.

To align your tone and voice with the Practicing Musician brand, you should:

- 1. Be positive and inspiring: Maintain an uplifting and encouraging tone in your communications. Share success stories, celebrate achievements, and inspire others to pursue their musical goals.
- 2. Be professional and respectful: While it's important to be friendly and approachable, always maintain a level of professionalism in your interactions. Show respect for other's opinions, even when they differ from your own, and avoid using offensive or derogatory language.
- **3. Be informative and helpful:** Provide valuable information, tips, and resources related to music education, and offer assistance to those seeking help or guidance. Aim to be a reliable and trusted source of knowledge within the music education community.
- **4. Be engaging and conversational:** Encourage open dialogue and discussions by asking questions, sharing your thoughts, and inviting others to share their opinions and experiences. This will help foster a sense of community and connection among Practicing Musician's audience.
- **5. Be authentic and genuine:** Share your own experiences, challenges, and successes related to music education, and be open about your journey as an Ambassador. This transparency will help build trust and credibility with your audience.

By aligning your tone and voice with Practicing Musician's brand, you will effectively represent the company in a consistent and recognizable manner. This will not only help to establish and maintain a strong brand identity but will also create a more engaging and meaningful connection with the audience.

Utilizing Visual Branding Elements

As an Ambassador for Practicing Musician, it is essential to utilize the company's visual branding elements in our <u>Brand Guidelines</u> consistently and correctly when engaging in social media and publicity activities. Doing so will help create a cohesive and recognizable brand identity, which is crucial for establishing and maintaining a strong presence in the market.

To effectively utilize Practicing Musician's visual branding elements, you should:

- 1. Use the official logo: Always use the approved Practicing Musician logo in the appropriate format, size, and color. Do not alter, distort, or recreate the logo in any way. When sharing images or creating content, include the logo where appropriate and relevant.
- 2. Adhere to the brand's color scheme: Use the company's official color palette when creating visual content or selecting images to share on social media. Consistent use of the brand's colors will help reinforce the brand identity and make your content easily recognizable.
- **3.** Use approved fonts and typography: Maintain consistency in your text by using the official fonts and typography styles specified by Practicing Musician. This will ensure that your content appears professional and aligns with the overall brand identity.
- **4. Incorporate branded visuals and templates:** Utilize any provided branded visuals or templates when creating content for social media or other promotional materials. This will ensure a uniform appearance across all platforms and help to create a cohesive brand experience.
- **5. Share high-quality images and videos:** Ensure that all images and videos shared on social media are of high quality and reflect the professional standards of Practicing Musician. Avoid sharing blurry, pixelated, or poorly lit images, as these can negatively impact the perception of the brand.
- **6.** Respect copyright and attribution: When sharing third-party images or content, always respect copyright laws and provide proper attribution. Ensure that you have the necessary permissions to use the content and give credit to the original creators as appropriate.

By utilizing Practicing Musician's visual branding elements consistently and correctly, you will help to reinforce the brand identity and create a recognizable and professional presence across various platforms. This not only benefits the company but also enhances the credibility and effectiveness of your role as an Ambassador.

Ambassador Compliance with Laws and Regulations

Respecting Copyright and Intellectual Property

As a Practicing Musician Ambassador, you have the responsibility to respect and uphold copyright and intellectual property laws when engaging in social media and publicity activities. Failing to do so can have serious legal and financial consequences for both you and the company. To ensure compliance, follow these guidelines:

- 1. Use original content: When creating content for social media or other promotional materials, strive to use original text, images, videos, and music. This will help avoid any potential infringement of copyrighted material.
- 2. Obtain permissions and licenses: If you wish to use copyrighted material owned by a third party, ensure you obtain the necessary permissions and licenses before using it. This may involve contacting the copyright owner, paying a licensing fee, or adhering to specific usage guidelines.
- **3. Provide proper attribution:** When using third-party content, always give appropriate credit to the original creator or source. This may include mentioning the author, artist, or photographer, and providing a link to the original work when possible.
- **4.** Respect the rights of others: Be mindful of the intellectual property rights of individuals, companies, and organizations. Avoid using logos, trademarks, or other proprietary materials without proper authorization.
- 5. Share within limits: When sharing copyrighted material for educational or informational purposes, adhere to the principles of "fair use" or "fair dealing" as defined by applicable laws. This typically allows for limited use of copyrighted material without permission, provided that it is for non-commercial, educational, or personal purposes and does not negatively impact the market for the original work.
- **6. Monitor and respond to violations:** If you become aware of any potential copyright or intellectual property infringements involving your Ambassador activities, report the issue immediately to the appropriate Practicing Musician

representative. Prompt action will help mitigate potential legal and financial consequences.

By respecting copyright and intellectual property laws, you not only protect yourself and Practicing Musician from potential legal issues but also foster a culture of respect for the creative work of others. This, in turn, contributes to the positive reputation of the brand and helps maintain the trust and confidence of the Practicing Musician community.

Upholding Privacy and Data Protection

As a Practicing Musician Ambassador, it is crucial to uphold privacy and data protection standards when interacting on social media and during publicity activities. This demonstrates a commitment to the safety and security of the company, its customers, and the wider community. To ensure compliance with applicable privacy laws and regulations, adhere to the following guidelines:

- 1. Respect personal information: Be mindful of the privacy of others, including students, instructors, staff, and fellow Ambassadors. Do not disclose personal or sensitive information, such as addresses, phone numbers, email addresses, or any other data that can be used to identify someone, without their explicit consent.
- 2. Obtain consent for sharing: When sharing content that features identifiable individuals, such as photos, videos, or testimonials, ensure you have obtained their written consent beforehand. This includes obtaining parental or guardian consent for individuals under the age of 18.
- 3. Comply with data protection laws: Familiarize yourself with the applicable data protection laws in your jurisdiction, such as the General Data Protection Regulation (GDPR) in the European Union or the California Consumer Privacy Act (CCPA) in the United States. Ensure your online activities comply with these regulations, especially when collecting, storing, or processing personal information.
- **4. Secure personal data:** When handling personal data, use secure methods of storage and transmission, and employ strong passwords and authentication measures. Regularly update and review security practices to minimize the risk of data breaches or unauthorized access.
- **5.** Respect privacy settings: When engaging with others on social media, respect their privacy settings and do not share or re-post content that is intended to be private or restricted.
- **6.** Address privacy concerns: If you become aware of any potential privacy or data protection issues related to your Ambassador activities, report the issue immediately to the appropriate Practicing Musician representative. Timely action can help prevent further breaches and mitigate potential damage.

By upholding privacy and data protection standards, you contribute to the trust and confidence that students, instructors, and staff have in Practicing Musician. This not only protects the rights and interests of individuals but also reinforces the company's reputation for maintaining a safe and secure environment for all members of the community.

Adhering to Advertising and Promotional Regulations

As a Practicing Musician Ambassador, you play a significant role in promoting the company's products and services. To ensure your promotional activities comply with the applicable advertising and promotional regulations, follow these guidelines:

- 1. Be transparent: Clearly identify yourself as a Practicing Musician Ambassador in your social media profiles, posts, and any promotional content. This may include adding a disclosure statement or using a designated hashtag (#PracticingMusicianAmbassador) to ensure transparency.
- 2. Avoid deceptive advertising: Ensure that all claims, statements, and endorsements you make are truthful, accurate, and can be substantiated. Do not make false or misleading statements about the company, its products or services, or any competitor's offerings.
- **3.** Comply with advertising laws and regulations: Familiarize yourself with the applicable advertising laws and regulations in your jurisdiction, such as the Federal Trade Commission (FTC) guidelines in the United States, and ensure your promotional activities adhere to these standards.
- 4. Disclose material connections: If you receive any form of compensation or incentives from Practicing Musician, such as free products, discounts, or other benefits, disclose this information when promoting or endorsing the company's offerings. This ensures your audience is aware of any potential biases in your recommendations.
- 5. Follow guidelines for endorsements and testimonials: When providing endorsements or testimonials, ensure they are based on your honest opinions and experiences. Do not make exaggerated claims or promote unrealistic expectations. Ensure that any comparative statements are fair and supported by evidence.
- **6.** Respect third-party trademarks and logos: When using third-party trademarks or logos in your promotional content, ensure you have obtained the necessary permissions and follow the proper usage guidelines.
- **7.** Adhere to platform-specific rules: Be aware of and comply with the advertising and promotional policies of each social media platform you use. This includes

- sponsored content guidelines, influencer marketing requirements, and any other platform-specific rules.
- **8.** Avoid spam and unwanted promotional messages: Respect your audience's preferences and avoid excessive or intrusive promotional activities, such as unsolicited direct messages, repetitive posts, or irrelevant comments on unrelated content.

By adhering to advertising and promotional regulations, you demonstrate your commitment to ethical marketing practices and help maintain Practicing Musician's reputation for integrity and professionalism. This fosters trust and credibility with your audience and supports the company's mission to provide high-quality music education opportunities for all.

Ambassador Social Media Presence and Channels

Ambassador Social Media Roles and Responsibilities

As a Practicing Musician Ambassador, your social media presence serves as an extension of the company's brand and values. Your roles and responsibilities in this capacity include:

- 1. Representing Practicing Musician: As an Ambassador, you act as a spokesperson and advocate for the company, its mission, and its products and services. It is your responsibility to present Practicing Musician in a positive light, reflecting its commitment to quality, inclusivity, and integrity.
- 2. Creating and sharing content: Produce engaging and informative content that showcases the benefits and features of Practicing Musician's offerings, as well as your personal experiences with the company's products and services. Share this content across your social media platforms, reaching out to your network and beyond.
- **3.** Fostering a sense of community: Engage with your audience by responding to comments, answering questions, and initiating discussions. As an Ambassador, you should strive to create a supportive and inclusive online environment that fosters learning and growth for all.
- **4. Expanding brand awareness:** Work to increase Practicing Musician's visibility by sharing your content with relevant online communities, participating in industry conversations, and collaborating with other influencers and Ambassadors. Your efforts should contribute to the growth of Practicing Musician's audience and customer base.
- **5. Providing feedback and insights:** Relay valuable feedback and insights from your audience to Practicing Musician to help inform the company's marketing strategies, product development, and overall customer experience. This may include sharing user-generated content, comments, testimonials, or suggestions.
- **6. Staying informed and updated:** Keep abreast of Practicing Musician's latest news, product releases, promotions, and events, and share this information with your audience as appropriate. Stay up-to-date on industry trends, relevant

- news, and competitor activities to ensure your content remains relevant and engaging.
- 7. Maintaining professionalism: Uphold the highest standards of professionalism in your online interactions, treating others with respect and courtesy. As an Ambassador, your actions and communication should reflect well on Practicing Musician and support its reputation for excellence.
- **8.** Adhering to guidelines and policies: Familiarize yourself with and adhere to Practicing Musician's Ambassador Social Media and Publicity Guidelines, as well as any platform-specific rules and regulations. This includes compliance with laws, regulations, and ethical guidelines, as well as respecting copyright, intellectual property, and privacy rights.

By fulfilling these roles and responsibilities, you will help Practicing Musician achieve its goals and objectives while also enhancing your own reputation and credibility within the online music education community.

Managing Ambassador Social Media Accounts

As a Practicing Musician Ambassador, you are responsible for the management of your social media accounts in a manner that supports the company's values and brand identity. The following guidelines will help you effectively manage your social media presence while representing Practicing Musician:

- 1. Account setup and branding: When setting up your social media accounts, ensure that your profiles clearly indicate your association with Practicing Musician as an Ambassador. Utilize the company's approved logos, images, and other branding elements as appropriate, while maintaining consistency with your personal brand.
- 2. Platform-specific guidelines: Familiarize yourself with the specific rules, policies, and best practices for each social media platform you use. This includes understanding the unique features, tools, and audience expectations associated with each platform to optimize your content and engagement.
- 3. Content curation: Develop a content strategy that aligns with Practicing Musician's goals, values, and brand identity. This may include creating original content, sharing company updates, and engaging with relevant third-party content. Keep your content relevant, timely, and engaging for your audience.
- **4. Scheduling and frequency:** Establish a regular posting schedule that balances consistency and variety, ensuring that you maintain an active and engaging presence without overwhelming your audience. Consider using social media management tools to help you plan and schedule content in advance.
- **5. Monitoring and engagement:** Regularly monitor your social media accounts for comments, messages, and mentions, and engage with your audience in a timely and respectful manner. Respond to questions, acknowledge feedback, and participate in discussions to foster a sense of community and support.
- **6.** Account security: Protect your social media accounts by using strong, unique passwords, enabling two-factor authentication, and following best practices for online security. Keep your login credentials confidential and promptly report any suspicious activity or security concerns to Practicing Musician.
- **7.** Adapting to changes: Stay informed about updates and changes to social media platforms, algorithms, and best practices, and adjust your content

- strategy and account management accordingly. This will help you maintain an effective and relevant online presence as an Ambassador.
- **8. Compliance:** Ensure that your social media account management complies with all applicable laws, regulations, and ethical guidelines, as well as Practicing Musician's Ambassador Social Media and Publicity Guidelines.

By effectively managing your social media accounts in line with these guidelines, you will contribute to the success of Practicing Musician's online presence and help the company achieve its goals and objectives.

Interacting with Official Company Social Media Accounts

As a Practicing Musician Ambassador, your interactions with official company social media accounts are crucial for maintaining a strong and cohesive online presence. To ensure productive and professional interactions, please adhere to the following guidelines:

- 1. Stay connected: Follow, like, and subscribe to Practicing Musician's official social media accounts across all platforms on which you have a presence. This will enable you to stay updated on the company's latest news, announcements, and content, allowing you to share and engage with it more effectively.
- 2. Engage with company content: Actively engage with the content shared by official Practicing Musician accounts by liking, commenting, sharing, or retweeting, as appropriate for each platform. This not only promotes the company's content but also demonstrates your commitment to the brand.
- 3. Be professional and respectful: When engaging with official company accounts, maintain a professional and respectful tone that aligns with Practicing Musician's values and brand identity. Avoid using offensive language or engaging in negative behavior that may damage the company's reputation.
- **4. Share relevant information:** Use your interactions with the company's official accounts to share valuable information, such as highlighting user testimonials, announcing upcoming events, or celebrating milestones. This helps to foster a sense of community and collaboration between Ambassadors and the company.
- **5. Seek guidance and support:** If you encounter questions, concerns, or issues that require assistance from Practicing Musician, reach out to the appropriate company representative via direct message or email, rather than posting publicly on the company's social media accounts. This ensures a professional and discreet approach to addressing any matters that may arise.
- **6. Coordinate efforts:** Collaborate with Practicing Musician's social media team to coordinate promotional campaigns, social media takeovers, or other interactive events that can enhance the online presence of both Ambassadors and the

- company. By working together, you can ensure that your activities align with the company's overall marketing strategy and goals.
- 7. Respect the company's social media policies: Abide by any specific policies, guidelines, or requests set forth by Practicing Musician regarding interactions with their official accounts. This may include respecting content embargoes, adhering to promotional guidelines, or following other best practices as defined by the company.

By following these guidelines for interacting with Practicing Musician's official social media accounts, you will contribute to a positive and cohesive online presence that supports the company's mission and values while fostering a strong sense of community among its Ambassadors.

Balancing Personal and Ambassador-related Social Media Use

As a Practicing Musician Ambassador, it is essential to strike a balance between your personal social media use and your role as an Ambassador. To maintain a professional online presence that represents the company positively, follow these guidelines:

- 1. Separate personal and Ambassador content: Consider creating dedicated social media accounts or pages for your role as a Practicing Musician Ambassador. This helps to clearly distinguish between your personal content and the content related to your Ambassadorship, ensuring that your professional image is maintained.
- 2. Be mindful of your audience: Remember that your audience may include current and prospective customers, students, parents, instructors, and other stakeholders. Always consider the potential impact of your posts on these individuals and strive to maintain a respectful and professional tone.
- **3. Uphold Practicing Musician's values:** As an Ambassador, you are expected to embody the company's mission and values. This should be reflected in the content you share and the manner in which you interact with others, both on your personal and Ambassador-related accounts.
- **4. Protect your privacy:** Be cautious about sharing personal information on your Ambassador-related accounts, as this information may be visible to a wider audience than you may expect. Ensure that your privacy settings are appropriately configured on both your personal and Ambassador-related accounts.
- **5. Maintain consistency:** Strive for consistency in the tone, voice, and visual elements used across your personal and Ambassador-related social media accounts. This will help to create a unified brand image and make it easier for your audience to identify you as a Practicing Musician Ambassador.
- **6. Avoid controversial topics:** Refrain from engaging in discussions or sharing content related to sensitive or controversial topics on your Ambassador-related accounts. Such topics may include, but are not limited to, politics, religion, and

- divisive social issues. This will help prevent potential conflicts or negative perceptions from arising.
- 7. Adhere to Ambassador Guidelines: Ensure that your personal social media use does not violate any of the guidelines outlined in this document, including respecting copyright and intellectual property, maintaining privacy and data protection, and complying with advertising and promotional regulations.
- **8. Exercise discretion:** When sharing content from your personal accounts to your Ambassador-related accounts or vice versa, exercise discretion and consider whether the content aligns with Practicing Musician's values and brand identity. Share only content that is appropriate and relevant to your role as an Ambassador.

By balancing your personal and Ambassador-related social media use, you can maintain a professional online presence that accurately represents Practicing Musician's values and brand identity, while still enjoying the freedom to express yourself on your personal accounts.

Ambassador Content Guidelines

Sharing Acceptable Content

As a Practicing Musician Ambassador, it is essential to share content that aligns with the company's values and brand identity, as well as adheres to the guidelines outlined in this document. We have a lot of approved content in our <u>Resource Library</u>. Sharing other content should meet the following criteria:

- 1. Relevant and informative: Share content that is relevant to the interests of your audience and provides value to them. This may include educational resources, helpful tips, and news related to music education, as well as updates on Practicing Musician's products and services.
- **2. Positive and engaging:** Focus on sharing content that fosters a positive and inclusive environment, encourages engagement, and invites dialogue among your audience. Consider sharing success stories, testimonials, and inspiring stories from students, instructors, and the broader music community.
- **3.** Accurate and trustworthy: Ensure that the information you share is accurate, reliable, and sourced from reputable sources. Fact-check and verify all information before sharing it to maintain your credibility and the trust of your audience.
- **4. Consistent with company values:** All content should reflect Practicing Musician's mission and values, as well as contribute to the company's overall brand identity. Be mindful of the tone, voice, and visual elements used in your content, ensuring they align with the company's established guidelines.
- **5.** Respectful and inclusive: Create and share content that respects diverse perspectives and promotes inclusivity. Be mindful of your audience's varying backgrounds and experiences, and avoid sharing content that could be offensive or alienating to any group.
- **6.** Compliant with laws and regulations: Adhere to all applicable laws and regulations, including those related to copyright, intellectual property, privacy, data protection, and advertising. Obtain proper permissions and give credit where necessary.

- 7. Free from self-promotion: As an Ambassador, your primary focus should be promoting Practicing Musician and its offerings rather than your personal brand or unrelated projects. However, sharing your own experiences and insights related to music education in a way that contributes to the company's goals is encouraged.
- **8. Non-controversial:** Refrain from sharing content related to sensitive or controversial topics that could potentially harm the reputation of Practicing Musician or create conflicts among your audience.

By adhering to these guidelines for sharing acceptable content, you will contribute positively to Practicing Musician's online presence and foster a community that supports and promotes the company's mission to provide high-quality music education resources.

Custom Marketing Materials

As a Practicing Musician Ambassador, creating custom marketing materials can help you effectively promote the company's values, products, and services to your audience. When designing and sharing custom marketing materials, adhere to the following guidelines:

- 1. Align with brand guidelines: Ensure that all custom marketing materials you create adhere to Practicing Musician's brand guidelines, including the use of appropriate logos, colors, fonts, and visual elements. Maintain a consistent style and tone across all materials to reinforce the company's brand identity.
- 2. Use approved multimedia: Acceptable music techniques are subtle and require a trained musician or music educator to identify. <u>Unacceptable techniques will be harshly criticized by some of the music educator community and damage your reputation as well as the reputation of Practicing Musician.</u> We provide many approved images and videos in our Resource Library. If you want to use other images, email <u>ambassadors@practicingmusician.com</u> to request our team review them and we will get back to you ASAP.
- 3. Prioritize quality and relevance: Create high-quality marketing materials that are relevant to your audience's interests and needs. Focus on content that highlights the benefits and features of Practicing Musician's products and services, as well as showcases the company's commitment to exceptional music education resources.
- **4. Tailor content to your audience:** Customize your marketing materials to suit the unique preferences and expectations of your target audience. Consider factors such as age, location, musical interests, and educational needs when designing your content to ensure that it resonates with your followers and encourages engagement.
- **5.** Comply with legal requirements: Ensure that your custom marketing materials comply with all applicable laws and regulations, including those related to copyright, intellectual property, privacy, data protection, and advertising. Obtain proper permissions for any third-party content and provide accurate disclosures when required.
- **6. Promote inclusivity and diversity:** Design your custom marketing materials to be inclusive and respectful of diverse perspectives and experiences. Showcase

- the breadth of Practicing Musician's offerings and emphasize the company's commitment to providing accessible, high-quality music education resources for all learners.
- 7. Optimize for different platforms: Format and optimize your custom marketing materials for the specific social media platforms or publicity channels you use. Consider each platform's best practices and technical specifications to ensure that your content looks professional, performs well, and reaches your target audience effectively.
- **8.** Track and analyze performance: Monitor the performance of your custom marketing materials to identify which content resonates most with your audience and drives engagement. Use this data to refine your marketing strategies, improve your content, and better support the goals of Practicing Musician.

By following these guidelines for creating custom marketing materials, you can effectively promote Practicing Musician's mission and values, while engaging your audience and contributing to the company's growth and success.

Avoiding Prohibited Content

As a Practicing Musician Ambassador, you must be vigilant in avoiding the sharing of prohibited content on social media and other publicity channels. Prohibited content includes, but is not limited to, the following:

- 1. Offensive or discriminatory content: Refrain from sharing or endorsing any content that is offensive, discriminatory, or derogatory based on race, ethnicity, religion, gender, sexual orientation, age, disability, or any other protected characteristic.
- 2. Harassment or bullying: Do not engage in or promote any form of harassment, bullying, or intimidation, whether targeted towards individuals, groups, or other organizations.
- **3. Explicit or adult content:** Avoid sharing any explicit, sexually suggestive, or adult-themed content that is not appropriate for a diverse audience.
- **4. Misleading or deceptive information:** Do not share or endorse content that is knowingly false, misleading, or deceptive, including fake news, conspiracy theories, or scams.
- **5.** Violent or graphic content: Refrain from posting or sharing content that is violent, gory, or graphic in nature, unless it is directly related to music education and presented in a responsible and educational context.
- **6.** Unauthorized use of copyrighted material: Ensure that you respect copyright and intellectual property laws and refrain from using or sharing copyrighted material without obtaining proper permissions.
- 7. Personal or sensitive information: Do not share personal or sensitive information about yourself, other individuals, or the company without proper authorization or consent, including contact information, financial information, or confidential company information.
- **8. Spam or self-promotion:** Avoid excessive self-promotion, spamming, or posting repetitive or irrelevant content that does not align with your role as an Ambassador or contribute to the goals of Practicing Musician.
- **9. Politically charged or controversial topics:** Refrain from engaging in political discussions, sharing politically charged content, or taking a stance on

controversial issues unrelated to music education, as it may alienate or offend some audience members and detract from the company's focus.

By avoiding prohibited content, you will help maintain a positive and inclusive environment for your audience and protect the reputation of Practicing Musician. Always consider the potential impact of your content before sharing and ask yourself if it aligns with the company's values and objectives. When in doubt, consult with the appropriate company representative for guidance.

Navigating Sensitive or Controversial Topics

As a Practicing Musician Ambassador, you may encounter sensitive or controversial topics while engaging with your audience on social media and other publicity channels. To navigate these situations effectively and responsibly, adhere to the following quidelines:

- 1. Stay focused on music education: Keep your content and discussions centered on music education and the products and services offered by Practicing Musician. Avoid engaging in debates or discussions on sensitive or controversial topics unrelated to music education, as they may detract from the primary focus of your role as an Ambassador.
- 2. Be respectful and inclusive: When addressing sensitive topics related to music education or the industry, approach the subject with respect, empathy, and inclusivity. Be sensitive to the experiences and perspectives of your diverse audience and strive to create an inclusive environment where everyone feels welcome and respected.
- **3. Maintain neutrality:** Avoid taking a stance on political, religious, or other divisive issues that are not directly related to music education or the mission of Practicing Musician. Your role as an Ambassador is to represent the company and its values, not to promote your personal opinions on contentious topics.
- **4. Seek guidance when needed:** If you are unsure about how to handle a sensitive or controversial topic, consult with the appropriate company representative for guidance. They can help you determine the best course of action to maintain the company's brand reputation and adhere to the guidelines.
- **5.** Redirect the conversation: If a discussion on your social media platforms or other publicity channels veers towards a sensitive or controversial topic, try to redirect the conversation back to the focus of music education and the services provided by Practicing Musician. Encourage constructive dialogue that supports the company's mission and values.
- **6. Be transparent:** If you choose to share your personal experiences or opinions on a sensitive or controversial topic related to music education, make it clear that your views are your own and not necessarily those of Practicing Musician.

However, exercise caution and avoid sharing opinions that could potentially harm the company's reputation or alienate your audience.

By following these guidelines, you can navigate sensitive or controversial topics responsibly and maintain a positive, inclusive environment that aligns with the values and objectives of Practicing Musician.

Using Multimedia Responsibly (Images, Videos, Music, etc.)

As a Practicing Musician Ambassador, your use of multimedia content, such as images, videos, and music, plays a vital role in effectively communicating and promoting the company's values, products, and services. To ensure that you use multimedia responsibly, adhere to the following guidelines:

- 1. Respect copyrights and intellectual property: Always ensure that you have the necessary permissions, licenses, or rights to use any multimedia content before sharing it. This includes images, videos, music, and other creative works that may be subject to copyright or trademark protection. When in doubt, consult with the appropriate company representative or use company-approved materials.
- 2. Use high-quality and relevant content: Choose multimedia content that is of high quality and relevant to the message or topic you are discussing. This will enhance your audience's engagement and reinforce Practicing Musician's commitment to providing exceptional music education resources.
- **3.** Align with brand guidelines: Ensure that any multimedia content you share aligns with Practicing Musician's visual branding elements and overall brand identity. This includes using the correct company logos, colors, fonts, and other visual elements, as well as maintaining a consistent style and tone.
- **4. Provide proper attribution and credit:** When sharing multimedia content created by others, always give proper attribution and credit to the original creator or source. This demonstrates respect for their work and helps to maintain a positive relationship with content creators and partners.
- **5. Be mindful of sensitive content:** Avoid sharing multimedia content that may be offensive, explicit, or potentially triggering to your audience. Exercise discretion and consider the diverse backgrounds and experiences of your followers when selecting multimedia materials.
- **6. Prioritize accessibility:** Ensure that your multimedia content is accessible to all users, including those with disabilities. This may involve providing alternative text for images, captions for videos, or transcripts for audio content.
- **7.** Comply with platform-specific guidelines: Familiarize yourself with the guidelines and best practices for each social media platform or publicity channel

you use. Adhere to these rules to ensure that your multimedia content is optimized for each platform and reaches your target audience effectively.

By following these guidelines for using multimedia responsibly, you can create engaging and informative content that supports Practicing Musician's mission and values, while also respecting the rights and experiences of content creators and your audience.

Ambassador Promotion of Products and Services

Advocating for the Free Online Multimedia Curriculum

As a Practicing Musician Ambassador, one of your key responsibilities is to promote and advocate for the company's free online multimedia curriculum. This unique offering is central to Practicing Musician's mission of making high-quality music education accessible to all. Our paid services are promoted in the free homeschool and at-home learner platform, and your referral cookies last for 90 days, so you can generate income from students who convert within that period. To effectively advocate for the free online multimedia curriculum, consider the following guidelines:

- 1. Highlight the benefits: Emphasize the advantages of the free online multimedia curriculum, such as its accessibility, comprehensive content, and high-quality instruction. Share success stories, testimonials, or personal experiences that showcase the positive impact of the curriculum on students' musical development.
- 2. Demonstrate value: Clearly communicate the value of the free online multimedia curriculum in comparison to traditional music education methods or paid alternatives. This may involve highlighting the curriculum's cost-effectiveness, convenience, and adaptability to various learning styles and skill levels.
- **3.** Showcase the curriculum's features: Familiarize yourself with the curriculum's features, including the range of instruments and topics covered, the expertise of the instructors, and the interactive learning tools. Share this information with your audience to demonstrate the depth and breadth of the curriculum.
- **4. Use multimedia content:** Enhance your promotional efforts by incorporating multimedia content, such as video demonstrations, audio clips, or images, that showcase the curriculum in action. This will give your audience a better understanding of what to expect from the free online multimedia curriculum.
- **5. Engage your audience:** Encourage your followers to interact with the curriculum by directing them to relevant links, inviting them to try it out, or asking for their

- feedback. Engage in conversations with your audience about their experiences with the curriculum and provide support or advice when necessary.
- **6.** Leverage partnerships and collaborations: Collaborate with fellow Ambassadors, instructors, or other partners to create and share content that highlights the benefits of the free online multimedia curriculum. This may involve joint social media campaigns, co-hosted events, or shared testimonials.
- 7. Maintain consistency: Ensure that your promotional efforts align with Practicing Musician's brand identity, tone, and voice. Use approved visual branding elements and maintain a consistent message across all your social media channels and publicity efforts.

By actively advocating for the free online multimedia curriculum, you play a crucial role in furthering Practicing Musician's mission of making high-quality music education accessible to everyone.

Promoting Micro Tutoring Subscriptions

As a Practicing Musician Ambassador, promoting the company's micro tutoring subscriptions is an essential part of your role. These subscriptions offer students personalized guidance and support from experienced music educators. To effectively promote the micro tutoring subscriptions, adhere to the following guidelines:

- 1. Explain the benefits: Clearly communicate the advantages of micro tutoring subscriptions to your audience, including personalized instruction, flexible scheduling, and the opportunity to work with qualified music instructors. Share success stories, testimonials, or personal experiences to demonstrate the positive impact of micro tutoring on students' musical growth.
- 2. Showcase the range of subscription options: Familiarize yourself with the various micro tutoring subscription plans offered by Practicing Musician, such as monthly, quarterly, and annual options. Highlight the flexibility and affordability of these plans to cater to the diverse needs and budgets of your audience.
- **3. Highlight the quality of instructors:** Emphasize the expertise and credentials of the instructors providing micro tutoring services. Share information about their backgrounds, qualifications, and teaching styles to establish their credibility and enhance the perceived value of the subscriptions.
- **4.** Use multimedia content: Incorporate images, videos, or audio clips featuring micro tutoring sessions in your promotional efforts. This content can provide a glimpse into the tutoring experience and help potential subscribers understand the process and benefits.
- **5.** Address common concerns: Proactively address any concerns or questions your audience may have regarding micro tutoring subscriptions, such as the effectiveness of online tutoring or the process for selecting and working with an instructor. Provide clear, accurate information to reassure potential subscribers.
- **6. Engage your audience:** Encourage interaction with your audience by inviting them to ask questions, share their experiences, or provide feedback on their micro tutoring sessions. Respond to inquiries and comments promptly and professionally, offering support or advice as needed.
- **7.** Collaborate with other Ambassadors and instructors: Work with fellow Ambassadors or instructors to create and share content that highlights the

- benefits of micro tutoring subscriptions. This may involve joint promotional campaigns, live Q&A sessions, or co-hosted webinars.
- **8. Maintain brand consistency:** Ensure that your promotional efforts align with Practicing Musician's brand identity, tone, and voice. Use approved visual branding elements and maintain a consistent message across all your social media channels and publicity efforts.

By effectively promoting the micro tutoring subscriptions, you contribute to Practicing Musician's mission of providing high-quality, personalized music education to a wider audience.

Recommending Homeschool Parent Mentorship

As an Ambassador for Practicing Musician, one of your responsibilities is to promote the homeschool parent mentorship program. This program provides hourly support for parents who homeschool their children and seek guidance in incorporating music education into their curriculum. To effectively recommend the homeschool parent mentorship program, adhere to the following guidelines:

- 1. Emphasize the value of music education: Highlight the importance of music education for children's cognitive, emotional, and social development. Share research findings, personal anecdotes, or success stories to demonstrate the positive impact of music education in a homeschool setting.
- 2. Outline the mentorship program: Clearly explain the homeschool parent mentorship program's structure, objectives, and benefits. Discuss how the mentorship program can help parents navigate the complexities of integrating music education into their homeschool curriculum.
- **3. Showcase mentor qualifications:** Emphasize the expertise and experience of the mentors who provide guidance in the homeschool parent mentorship program. Share their backgrounds, teaching philosophies, and qualifications to establish trust and credibility.
- **4. Share testimonials and success stories:** Provide real-life examples of families who have benefited from the homeschool parent mentorship program. Testimonials and success stories can be a powerful tool to inspire and persuade potential participants.
- **5.** Use multimedia content: Leverage images, videos, or audio clips showcasing the homeschool parent mentorship program to provide a better understanding of the program and its benefits. Visual and auditory content can engage your audience and increase the likelihood of their participation.
- **6.** Address common concerns: Proactively address any questions or concerns your audience may have about the homeschool parent mentorship program, such as cost, scheduling, or effectiveness. Provide accurate, informative answers to establish trust and encourage enrollment.
- **7. Engage with your audience:** Encourage interaction by inviting your audience to ask questions, share their experiences, or provide feedback on the mentorship

- program. Respond to inquiries and comments professionally and promptly, offering support or advice as needed.
- **8.** Collaborate with other Ambassadors and mentors: Work with fellow Ambassadors or mentors to create and share content that highlights the benefits of the homeschool parent mentorship program. This may involve joint promotional campaigns, live Q&A sessions, or co-hosted webinars.
- **9.** Maintain brand consistency: Ensure that your promotional efforts align with Practicing Musician's brand identity, tone, and voice. Use approved visual branding elements and maintain a consistent message across all your social media channels and publicity efforts.

By effectively recommending the homeschool parent mentorship program, you contribute to Practicing Musician's mission of making music education accessible and enjoyable for all students, including those in homeschool settings.

Popularizing Professional Development

As an Ambassador for Practicing Musician, promoting professional development opportunities is an essential aspect of your role. By advocating for and raising awareness of these offerings, you help music educators and enthusiasts further their skills and knowledge. To effectively popularize professional development, follow these guidelines:

- 1. Highlight the importance of professional development: Emphasize the value of ongoing education and skill development for music educators, musicians, and enthusiasts. Share research findings, industry trends, or personal anecdotes that demonstrate the benefits of professional development in the music industry.
- 2. Showcase available professional development offerings: Clearly outline the range of professional development opportunities offered by Practicing Musician, including Your Passion, Their Success! Summer Symposium and custom personalized mentorship. Describe their objectives, content, duration, and potential outcomes to provide a comprehensive understanding of each offering.
- **3.** Target the appropriate audience: Tailor your promotional efforts to the interests and needs of the intended audience. For example, focus on professional development opportunities for music educators when addressing a community of teachers, or highlight offerings for musicians when targeting a performer-centric group.
- **4.** Share success stories and testimonials: Present real-life examples of individuals who have benefited from Practicing Musician's professional development offerings. Share their experiences, achievements, and personal growth to inspire and encourage others to participate.
- 5. Leverage multimedia content: Use images, videos, and audio clips to provide a vivid representation of the professional development opportunities available. This can include footage from workshops, testimonials from participants, or expert interviews that showcase the value of the offerings.
- **6. Engage with the audience:** Encourage your audience to ask questions, share their experiences, or provide feedback on professional development opportunities. Respond to inquiries and comments in a timely and professional manner, offering guidance or advice as needed.

- 7. Collaborate with other Ambassadors and experts: Work together with fellow Ambassadors or industry experts to create and share content that highlights the benefits of professional development. Joint promotional campaigns, live Q&A sessions, or co-hosted webinars can amplify your message and reach a wider audience.
- **8.** Address common concerns: Proactively address potential questions or concerns your audience may have about participating in professional development opportunities, such as cost, scheduling, or effectiveness. Provide accurate, informative answers to establish trust and encourage enrollment.
- **9.** Maintain brand consistency: Ensure that your promotional efforts align with Practicing Musician's brand identity, tone, and voice. Use approved visual branding elements and maintain a consistent message across all social media channels and publicity initiatives.

By effectively popularizing professional development, you contribute to Practicing Musician's mission of fostering a community of skilled, knowledgeable, and passionate music educators and enthusiasts.

Showcasing the eCommerce Shop and Products

As an Ambassador for Practicing Musician, one of your responsibilities is to showcase the eCommerce shop and its products to potential customers. By highlighting the shop's offerings, you contribute to the company's mission of providing accessible and high-quality music education resources. Follow these guidelines to effectively showcase the eCommerce shop and its products:

- 1. Familiarize yourself with the eCommerce shop: Develop a thorough understanding of the shop's inventory, including various products, features, and pricing. This knowledge will enable you to confidently and accurately promote the offerings to your audience.
- 2. Highlight product benefits and features: When showcasing specific products, emphasize their unique features, benefits, and the value they provide to customers. Share how these products can enhance music education, practice, or performance for users.
- **3.** Use multimedia content: Utilize high-quality images, videos, and audio clips to provide a vivid representation of the products available in the eCommerce shop. Create engaging content that demonstrates how the products work, their key features, and their potential impact on users' music education experience.
- **4. Share customer testimonials and reviews:** Leverage the experiences of satisfied customers to build trust and credibility. Share authentic testimonials and reviews that highlight the quality and effectiveness of the products available in the eCommerce shop.
- 5. Tailor promotional content to your audience: Customize your promotional efforts based on the interests and needs of your target audience. For example, emphasize products designed for music educators when addressing a teacher-focused community, or focus on resources for musicians when targeting a performer-centric group.
- **6.** Offer exclusive promotions and discounts: Collaborate with Practicing Musician to create special promotions, discounts, or exclusive offers for your audience. Share these incentives to encourage more people to explore and purchase products from the eCommerce shop.

- 7. Maintain brand consistency: Ensure that your promotional content aligns with Practicing Musician's brand identity, tone, and voice. Use approved visual branding elements and maintain a consistent message across all social media channels and publicity initiatives.
- **8.** Engage with your audience: Encourage your audience to ask questions, provide feedback, or share their experiences with the products. Respond to inquiries and comments in a timely and professional manner, offering guidance or advice as needed.
- **9. Monitor performance and adjust strategies:** Track the performance of your promotional efforts, such as click-through rates, conversions, or engagement metrics. Use this data to inform your strategy and make adjustments to your content and approach as necessary.

By effectively showcasing the eCommerce shop and its products, you help Practicing Musician reach new customers and expand its impact in the music education community.

Ambassador Engagement and Interaction

Responding to Comments and Messages as an Ambassador

As a Practicing Musician Ambassador, engaging with your audience through comments and messages is crucial to fostering a positive and supportive community. When interacting with your audience as an Ambassador, adhere to the following guidelines:

- 1. Be timely: Promptly respond to comments and messages, demonstrating that you value the time and input of your audience. Aim to respond within 24-48 hours whenever possible, depending on the volume of interactions.
- 2. Maintain a professional tone: Ensure that your tone aligns with Practicing Musician's brand voice and values. Maintain a respectful, polite, and constructive tone when addressing comments and messages, even when faced with disagreements or negativity.
- **3. Be helpful and informative:** Provide accurate, helpful, and relevant information to address questions, concerns, or feedback from your audience. If you are unsure of the answer, consult with Practicing Musician's support team or resources before responding.
- **4. Personalize your responses:** When possible, address the individual by their name and tailor your response to their specific comment or message. This demonstrates attentiveness and fosters a sense of connection between you and your audience.
- **5. Encourage positive engagement:** Foster a welcoming and inclusive community by encouraging respectful discussions, sharing of experiences, and positive interactions among your audience members.
- **6.** Redirect complex inquiries: For complex or sensitive inquiries that require further assistance or expertise, redirect the individual to Practicing Musician's customer support team or appropriate resources.
- **7. Be transparent and authentic:** Acknowledge when you do not know the answer to a question, and avoid making false or misleading statements. Commit to finding the correct information and follow up with the individual once you have it.

- **8.** Respect privacy: Do not disclose personal or sensitive information about students, instructors, staff, or other Ambassadors in public comments or messages. If such information is necessary for addressing a concern, take the conversation to a private message or direct the individual to contact Practicing Musician directly.
- **9. Escalate issues when necessary:** If you encounter situations that require immediate attention or involve potential risks to the brand, such as a crisis, inform Practicing Musician's management team and follow the established crisis management and escalation procedures.

By following these guidelines, you will effectively represent Practicing Musician as an Ambassador, build trust with your audience, and foster a positive and engaging online community.

Handling Negative Feedback and Criticism Constructively

As a Practicing Musician Ambassador, you may encounter negative feedback or criticism on social media. It is important to address these situations professionally and constructively to maintain the integrity of the brand and foster a positive online community. When handling negative feedback or criticism, adhere to the following guidelines:

- 1. Stay calm and composed: Avoid reacting impulsively or defensively to negative comments. Take a moment to consider the feedback objectively before formulating a response.
- 2. Acknowledge the concern: Express empathy and understanding by acknowledging the individual's concerns or frustrations. A simple statement such as, "Thank you for sharing your thoughts with us," can demonstrate that you are listening and willing to engage.
- **3.** Respond professionally and politely: Address the concern with a respectful and courteous tone, even if the comment is hostile or aggressive. Avoid using sarcastic, dismissive, or inflammatory language that may escalate the situation.
- **4. Offer a solution or support:** If possible, provide a solution or offer assistance to address the individual's concern. This may involve directing them to appropriate resources, connecting them with customer support, or providing additional information.
- **5.** Focus on facts and objectivity: When responding to criticism, base your response on factual information and maintain an objective stance. Avoid getting into personal or emotional arguments.
- **6. Know when to disengage:** If a conversation becomes unproductive, repetitive, or increasingly hostile, it may be best to disengage politely. You may consider inviting the individual to continue the conversation privately or with the appropriate Practicing Musician support channels.
- 7. Learn from the experience: Reflect on the feedback and consider whether any changes or improvements can be made to enhance the Practicing Musician experience for others. Share relevant insights with the company to support continuous improvement.

8. Escalate when necessary: If the negative feedback involves sensitive information, potential risks to the brand, or requires immediate attention, inform Practicing Musician's management team and follow the established crisis management and escalation procedures.

By handling negative feedback and criticism constructively, you demonstrate your commitment to maintaining a positive and supportive community while upholding Practicing Musician's brand values and reputation.

Following Crisis Management and Escalation Procedures

In the event of a crisis or a situation that requires immediate attention, it is crucial for Practicing Musician Ambassadors to act responsibly and follow the established crisis management and escalation procedures. These guidelines aim to ensure effective communication and collaboration during critical situations to protect the brand's reputation and maintain the trust of the online community.

When faced with a crisis or an issue that requires escalation, Ambassadors should adhere to the following steps:

- **1. Identify the issue:** Determine whether the situation qualifies as a crisis or requires escalation. This may include issues such as:
 - **a.** Serious complaints or allegations against Practicing Musician, its employees, or its products and services
 - **b.** Misinformation or false claims that could damage the brand's reputation
 - **c.** Sensitive or private information being shared publicly
 - **d.** Threats of legal action or involvement of authorities
 - **e.** Harassment, discrimination, or offensive behavior directed at any individual or group
- **2. Document the situation:** Capture screenshots or save links to the content in question to provide a clear understanding of the issue to relevant parties.
- **3.** Cease engagement: Refrain from engaging further in the conversation or responding to the crisis on your own, as this may escalate the situation or lead to the spread of misinformation.
- **4. Notify the appropriate contact:** Immediately inform the designated Practicing Musician crisis management contact, providing details of the issue, any documentation you have collected, and any actions you have taken so far.
- **5.** Await instructions: Wait for guidance from the crisis management team on how to proceed. They may provide you with a specific response, ask you to remove content, or direct you to take other actions.
- **6. Collaborate and support:** Work closely with the crisis management team and follow their instructions. Be prepared to provide any additional information or assistance they may require.

7. Maintain confidentiality: Do not discuss the crisis or share any sensitive information with others outside of the designated crisis management team.

By following these crisis management and escalation procedures, Ambassadors can contribute to a swift and effective resolution, ensuring the Practicing Musician brand remains protected and its online community feels supported and valued.

Ambassador Confidentiality and Privacy

Safeguarding Proprietary Information

As a Practicing Musician Ambassador, you may have access to proprietary information that is vital to the company's success and competitive advantage. It is essential to safeguard this information to maintain the trust of our stakeholders and protect the integrity of the company's intellectual property. The following guidelines outline the steps you must take to ensure the confidentiality and privacy of proprietary information:

- 1. Recognize proprietary information: Understand what constitutes proprietary information, which may include, but is not limited to, trade secrets, proprietary information, business strategies, marketing plans, financial data, customer and supplier lists, pricing information, referral fees, product designs, technology, software, know-how, and any other information that is designated as confidential by the Company, or which, under the circumstances surrounding the disclosure, ought reasonably to be considered confidential.
- 2. Non-disclosure: The Ambassador agrees to hold the Confidential Information in strict confidence and shall not disclose, copy, reproduce, or otherwise make available any Confidential Information to any third party, except as expressly authorized by the Company in writing.
- **3. Secure storage:** Store proprietary information securely, both physically and digitally. Use password-protected devices and files, secure networks, and follow the company's data security policies and procedures.
- **4. Use caution in public spaces:** Be mindful of your surroundings when discussing proprietary information, and avoid discussing it in public places where others might overhear your conversation.
- **5.** Respect confidentiality agreements: Adhere to any signed confidentiality or non-disclosure agreements (NDAs) and abide by the <u>Ambassador Terms and</u> Conditions.

- **6. Dispose of information properly:** When disposing of documents or electronic devices containing proprietary information, do so in accordance with the company's data disposal policies and best practices.
- 7. Report security breaches: If you suspect that proprietary information has been compromised or disclosed without authorization, report the incident to the appropriate contact within Practicing Musician immediately.

By adhering to these guidelines, you will play a critical role in protecting Practicing Musician's valuable proprietary information, ensuring the company's continued success, and fostering trust with our partners, customers, and colleagues.

Respecting Student, Instructor, and Staff Privacy

As a Practicing Musician Ambassador, it is crucial to respect the privacy of students, instructors, and staff associated with the company. Protecting the personal information of our community members fosters trust and maintains a positive learning environment. To ensure you are respecting the privacy of individuals within the Practicing Musician community, please adhere to the following guidelines:

- 1. Do not disclose personal information: Avoid sharing any personal information about students, instructors, or staff without their explicit consent. This includes, but is not limited to, names, contact information, photographs, and details about their personal lives or experiences with the company.
- 2. Obtain consent for sharing content: If you wish to share content that features students, instructors, or staff, such as photographs or testimonials, obtain their written consent beforehand using our official Media Release Form. This includes content they have posted on their personal social media accounts.
- **3.** Use discretion when discussing experiences: While sharing your experiences as an Ambassador can be valuable, exercise caution when discussing specific interactions with students, instructors, or staff. Avoid mentioning names or providing identifiable information without their consent.
- **4.** Adhere to privacy laws and regulations: Familiarize yourself with relevant privacy laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) or the General Data Protection Regulation (GDPR), and ensure your online activities align with these requirements.
- **5.** Report privacy concerns: If you come across a situation where the privacy of a student, instructor, or staff member may have been compromised, report the issue to the appropriate contact within Practicing Musician immediately.
- **6.** Be respectful in communication: When interacting with students, instructors, or staff, always communicate in a respectful and professional manner, keeping their privacy and comfort in mind.

By adhering to these guidelines, you will contribute to a safe and respectful environment for the Practicing Musician community, ensuring that their privacy is

protected and the company maintains its reputation for upholding the highest ethical standards.

Sharing Third-Party Content and Information Responsibly

As a Practicing Musician Ambassador, it is important to handle third-party content and information with care and responsibility. This ensures that you respect the intellectual property rights of others and maintain the trust of the Practicing Musician community. To share third-party content and information responsibly, adhere to the following guidelines:

- 1. Verify the source: Before sharing third-party content, make sure it comes from a reputable source. Ensure that the information is accurate, up-to-date, and relevant to the Practicing Musician community.
- 2. Respect copyright and intellectual property: Do not share copyrighted material or intellectual property without the permission of the copyright owner. This includes music, videos, images, articles, and other content protected by copyright laws. If you have permission to share, be sure to provide proper attribution and credit to the original creator.
- **3.** Seek permission for user-generated content: If you wish to share content created by a member of the Practicing Musician community, obtain their written consent before sharing it on your Ambassador social media channels.
- **4.** Use caution with sensitive information: Be aware of the sensitive nature of some third-party content, such as personal stories or testimonials. Share such content only when it is relevant and valuable to the Practicing Musician community, and ensure you have the individual's permission to share it.
- **5.** Adhere to third-party platform guidelines: When sharing content from third-party platforms (e.g., YouTube, Instagram), follow their terms of service and community guidelines to avoid potential legal issues or violations.
- **6.** Avoid sharing misleading or false information: Do not share content that is misleading, false, or potentially harmful to the Practicing Musician community. This includes, but is not limited to, misinformation, rumors, or conspiracy theories.
- 7. Maintain brand alignment: Ensure that the third-party content you share aligns with Practicing Musician's brand identity, mission, and values. Avoid sharing content that may be controversial or offensive to the community.

By following these guidelines, you will ensure that you share third-party content and information responsibly, respecting the rights of others and maintaining the integrity of the Practicing Musician brand.

Ambassador Partnerships and Collaborations

Participating in Co-Branding and Co-Promotions

As a Practicing Musician Ambassador, you may have the opportunity to participate in co-branding and co-promotion activities with other organizations, brands, or influencers. These collaborations can help increase awareness of Practicing Musician's products and services while providing value to the partner organization. To ensure successful and mutually beneficial partnerships, follow these guidelines:

- 1. Alignment with Practicing Musician's values: Only participate in co-branding and co-promotions with organizations, brands, or influencers whose values align with those of Practicing Musician. This ensures a strong, positive association between both parties and avoids potential conflicts or controversies.
- 2. Obtain approval: Prior to engaging in any co-branding or co-promotion activities, consult with and obtain approval from the Practicing Musician management team. This ensures that the proposed collaboration aligns with the company's marketing strategy and goals.
- **3.** Transparency and disclosure: When participating in co-promotions, clearly disclose your relationship with Practicing Musician and the partner organization. This includes using appropriate hashtags (e.g., #sponsored, #partnership) and disclaimers to indicate that the content is part of a collaboration.
- **4.** Respect copyright and intellectual property: Ensure that you have permission to use any partner's copyrighted materials, logos, and other intellectual property in your co-promotion content. Provide proper attribution and credit to the partner organization when using their materials.
- **5.** Maintain brand consistency: When creating co-branded content, ensure that it adheres to Practicing Musician's brand guidelines, including tone, voice, and visual branding elements. This ensures a consistent experience for your audience across all your Ambassador-related content.
- **6.** Adhere to legal and regulatory requirements: Ensure that any co-promotion activities comply with applicable laws and regulations, including advertising and

- promotional regulations, privacy and data protection, and copyright and intellectual property laws.
- 7. Monitor and measure success: Collaborate with Practicing Musician's management team to track the success of co-branding and co-promotion activities, using metrics such as engagement, reach, and conversions. This will help assess the effectiveness of the partnership and inform future collaboration opportunities.

By following these guidelines, you can participate in co-branding and co-promotions responsibly, effectively, and ethically, while supporting Practicing Musician's mission and fostering valuable partnerships.

Providing Authentic Endorsements and Testimonials

As an Ambassador for Practicing Musician, you may have the opportunity to provide endorsements and testimonials for our products and services, as well as those of our partners. These endorsements can help build trust and credibility with your audience and promote the value of our offerings. To ensure that your endorsements and testimonials are authentic, follow these guidelines:

- 1. Personal experience: Only provide endorsements and testimonials for products or services that you have personally used, experienced, or have sufficient knowledge about. Your audience trusts your opinions, so it's essential to base your endorsements on genuine experiences and insights.
- 2. Honesty and transparency: Be honest about your experience with the product or service, both the positive aspects and any potential drawbacks. Avoid exaggerating claims or making false statements, as this can damage your credibility and that of Practicing Musician. Clearly disclose any material connections or compensation you may receive for your endorsement or testimonial.
- **3. Specificity:** Be specific about your experience and how the product or service has benefited you. Share details about what you liked, any improvements you noticed, or any unique features that stood out to you. Specific examples can help your audience understand why you endorse the product or service.
- **4. Compliance with regulations:** Ensure that your endorsements and testimonials adhere to applicable laws and regulations, such as the Federal Trade Commission (FTC) guidelines for endorsements in the United States. This includes disclosing any material connections, avoiding misleading statements, and presenting a fair and balanced view of the product or service.
- **5.** Respect confidentiality: Do not share any confidential or proprietary information about Practicing Musician, its products and services, or any partner organizations when providing endorsements and testimonials. Ensure that you have permission to share any third-party content or information in your endorsement.

6. Alignment with brand values: Ensure that your endorsements and testimonials align with Practicing Musician's mission, values, and brand identity. This helps maintain a consistent message and strengthens our overall brand image.

By following these guidelines, you can provide authentic endorsements and testimonials that resonate with your audience, promote Practicing Musician's products and services, and maintain the trust and credibility you've established with your followers.

Sharing and Re-Posting Third-Party Content Ethically

As an Ambassador for Practicing Musician, sharing and re-posting third-party content can be an effective way to engage with your audience, showcase valuable resources, and collaborate with partners. However, it is crucial to do so ethically and responsibly to respect the rights of content creators, maintain your credibility, and adhere to applicable laws and regulations. Follow these guidelines when sharing and re-posting third-party content:

- 1. Obtain permission: Whenever possible, obtain permission from the original content creator before sharing or re-posting their work. This demonstrates respect for their intellectual property rights and helps build positive relationships with partners and collaborators.
- 2. Give proper credit: Always credit the original content creator when sharing or re-posting their work. Include their name, social media handle, or other relevant attribution, and if possible, link back to the original source. This ensures that the creator receives recognition for their work and helps your audience find the original content.
- 3. Respect copyright and intellectual property: Adhere to copyright and intellectual property laws when sharing and re-posting third-party content. Do not share or re-post content that you do not have the rights to or that infringes upon someone else's intellectual property. Be particularly cautious when sharing copyrighted music, images, videos, or text.
- **4.** Align with brand values: Only share and re-post content that aligns with Practicing Musician's values, mission, and brand identity. This helps maintain a consistent message and supports our overall brand image.
- **5.** Avoid controversial or offensive content: Do not share or re-post content that is controversial, offensive, or inappropriate. This includes content that contains explicit language, violence, or discrimination, as well as content that promotes misinformation or harmful practices. Sharing such content can damage your credibility and that of Practicing Musician.
- **6. Be transparent about partnerships:** If you are sharing or re-posting content as part of a partnership or collaboration, clearly disclose this relationship to your audience. This transparency helps maintain trust with your followers and

- adheres to applicable regulations, such as the Federal Trade Commission (FTC) guidelines for endorsements in the United States.
- **7.** Add value with commentary: When sharing or re-posting third-party content, consider adding your own insights, opinions, or commentary to the post. This can help your audience understand why you are sharing the content and how it relates to Practicing Musician's products or services.

By following these guidelines, you can share and re-post third-party content ethically and responsibly while promoting valuable resources, fostering collaboration, and maintaining your credibility as a Practicing Musician Ambassador.

Ambassador Monitoring and Compliance

Participating in Social Media Monitoring and Analytics

As a Practicing Musician Ambassador, you play an important role in representing our brand and promoting our products and services on social media. To ensure the effectiveness of your efforts and maintain a high level of professionalism, it is essential to participate in social media monitoring and analytics. This will help you measure your performance, gain insights, and identify opportunities for improvement. Follow these guidelines when participating in social media monitoring and analytics:

- 1. Regularly review your social media accounts: Periodically assess your posts, engagement, and audience growth to understand the impact of your efforts as an Ambassador. Analyze your content to identify which posts resonate with your audience and which ones need improvement. This can help you refine your content strategy and enhance your overall effectiveness as an Ambassador.
- 2. Utilize available analytics tools: Take advantage of the analytics tools provided by social media platforms or other third-party solutions to track your performance. These tools can provide valuable insights, such as the number of likes, shares, comments, and impressions your posts receive, as well as the demographics and interests of your audience.
- **3. Monitor and respond to feedback:** Pay close attention to the comments and messages you receive on your social media accounts. Engage with your audience by responding to their questions, concerns, and feedback in a timely and professional manner. This can help you build relationships with your followers and address any issues or misconceptions they may have.
- **4. Share your results with Practicing Musician:** Regularly report your social media performance and insights to the Practicing Musician team. This can help the company better understand the impact of the Ambassador program and identify areas for improvement or additional support.
- **5.** Collaborate with other Ambassadors: Connect with fellow Practicing Musician Ambassadors to share best practices, insights, and strategies for social media

- success. Learning from one another can help you all grow and improve as Ambassadors for the brand.
- **6.** Be open to feedback and guidance: Embrace constructive feedback and guidance from the Practicing Musician team or other Ambassadors. This can help you refine your social media presence, improve your content, and better represent the brand.
- 7. Stay informed about industry trends and best practices: Regularly research and stay updated on social media trends, best practices, and platform changes. This can help you optimize your social media efforts and ensure you are using the most effective strategies to promote Practicing Musician's products and services.

By actively participating in social media monitoring and analytics, you can enhance your performance as a Practicing Musician Ambassador, better represent the brand, and contribute to the overall success of the company.

Reporting and Addressing Violations

As a Practicing Musician Ambassador, it is crucial to maintain a high standard of professionalism and integrity when representing the brand on social media. If you become aware of any violations of the Ambassador Social Media and Publicity Guidelines or any applicable laws and regulations, you are responsible for reporting and addressing these issues in a timely and appropriate manner. Follow these steps to report and address violations:

- 1. Identify the violation: Familiarize yourself with the Ambassador Social Media and Publicity Guidelines to recognize violations. These may include sharing prohibited content, disrespecting copyright and intellectual property rights, or engaging in inappropriate interactions with others.
- 2. Document the violation: If you come across any content or activity that violates the guidelines, take screenshots or make notes of the relevant information. This documentation will be essential when reporting the violation and can help support any necessary actions taken to address the issue.
- **3. Report the violation:** Notify the Practicing Musician team of the violation by providing a detailed description of the issue, including the documentation you have collected. Be sure to include the date, time, and any relevant account information. It is essential to report violations promptly to minimize any potential harm to the brand or individuals involved.
- **4.** Cooperate with the Practicing Musician team: The Practicing Musician team may need your assistance in investigating and addressing the violation. Be prepared to provide additional information or clarification as needed, and follow any instructions or guidance provided by the team.
- **5.** Remove or correct the violating content (if applicable): If you are responsible for the violation, promptly remove or correct the violating content as instructed by the Practicing Musician team. In some cases, you may be asked to issue an apology or clarification to your audience.
- **6.** Learn from the experience: Take the opportunity to learn from the violation and understand how to prevent similar issues in the future. Review the guidelines and seek additional training or resources if necessary.

7. Maintain confidentiality: If you become aware of a violation involving another Ambassador, respect their privacy and handle the situation discreetly. Report the issue directly to the Practicing Musician team and avoid discussing the violation with other Ambassadors or external parties.

By reporting and addressing violations, you contribute to maintaining a professional and trustworthy Ambassador program for Practicing Musician. This commitment to compliance and integrity will benefit the brand, your fellow Ambassadors, and the broader community of students, parents, and educators who rely on Practicing Musician's products and services.

Staying Updated on Periodic Guideline Reviews and Changes

The world of social media and online communication is constantly evolving, and it is vital that Practicing Musician Ambassadors stay informed of any updates or changes to the Ambassador Social Media and Publicity Guidelines. To ensure ongoing compliance, follow these steps to stay up-to-date on any revisions to the guidelines:

- 1. Review the guidelines regularly: Make a habit of reviewing the Ambassador Social Media and Publicity Guidelines periodically to refresh your knowledge and ensure your actions remain aligned with the company's expectations. Set reminders for yourself to revisit the guidelines every few months or as needed based on your level of social media activity.
- 2. Subscribe to updates: Ensure you are subscribed to receive notifications from the Practicing Musician team regarding any changes to the guidelines. This may include email updates or notifications through the Ambassador Portal or Pacticing Musician Ambassador Facebook group. Stay engaged with these communication channels to receive timely updates.
- 3. Attend periodic training sessions: Participate in any Ambassador training sessions, webinars, or workshops provided by Practicing Musician that cover updates or changes to the guidelines. These events may be offered on an as-needed basis or scheduled regularly throughout the year. Make sure to attend these sessions to stay informed and ask any questions you may have about the changes.
- **4. Seek clarification and ask questions:** If you are unsure about any aspect of the guidelines or have questions about recent updates, reach out to the Practicing Musician team for clarification. It is better to ask questions and seek assistance than to risk violating the guidelines due to a misunderstanding.
- **5.** Be proactive in staying informed: Keep up-to-date with industry news, social media platform updates, and best practices related to social media and online communication. By being proactive in staying informed, you can anticipate potential changes to the guidelines and adapt your online activities accordingly.
- **6.** Share updates with fellow Ambassadors: If you come across relevant updates or information that may affect the Ambassador Social Media and Publicity Guidelines, share your findings with the Practicing Musician team and your

fellow Ambassadors. This collaborative approach will contribute to a well-informed Ambassador community.

By staying updated on periodic guideline reviews and changes, you ensure that your actions as a Practicing Musician Ambassador continue to align with the company's expectations and values. Your commitment to staying informed and adapting to changes will help maintain a professional and effective Ambassador program that benefits the brand, students, parents, and educators alike.

Ambassador Training and Resources

Completing Social Media and Publicity Training for Ambassadors

To ensure that all Practicing Musician Ambassadors are well-equipped to represent the company and its values effectively, it is essential to complete the Social Media and Publicity Training designed specifically for Ambassadors. This comprehensive training program will provide you with the knowledge, tools, and best practices needed to excel in your role as an Ambassador. Here are the key steps and components of the training:

- 1. Register for the training program: Sign up for the Ambassador Social Media and Publicity Training through the Practicing Musician Ambassador Portal or via a link provided by the company. Make sure to provide accurate contact information to receive all necessary communication and materials related to the training.
- 2. Complete online modules: The training program may include self-paced online modules covering various topics, such as the Ambassador Social Media and Publicity Guidelines, effective communication strategies, and platform-specific best practices. Complete these modules at your own pace, ensuring you understand and absorb the content.
- 3. Attend live webinars and workshops: In addition to online modules, the training program may also feature live webinars and workshops facilitated by Practicing Musician staff or industry experts. These sessions may cover topics such as content creation, engagement strategies, or updates on social media platform changes. Make sure to attend these sessions to gain valuable insights and ask questions in real-time.
- **4. Review supplementary materials:** To further enhance your understanding and skills, the training program may provide additional resources, such as articles, videos, or case studies. Review these materials to gain a deeper understanding of best practices and learn from the experiences of other successful Ambassadors.

- **5. Complete assessments or quizzes:** To evaluate your understanding of the training materials and ensure you are prepared to represent Practicing Musician as an Ambassador, you may be required to complete assessments or quizzes throughout the training program. Make sure to take these assessments seriously and use them as an opportunity to reinforce your learning.
- **6.** Participate in group discussions or forums: Engage in any group discussions or forums provided as part of the training program. This is an excellent opportunity to network with fellow Ambassadors, share experiences, and learn from one another.
- 7. Seek feedback and ask questions: If you have any questions or concerns during the training process, reach out to the Practicing Musician team or your fellow Ambassadors for assistance. Actively seeking feedback and asking questions will help you better understand the material and apply it effectively in your role as an Ambassador.

Upon successful completion of the Social Media and Publicity Training for Ambassadors, you will be well-prepared to represent Practicing Musician online and promote its mission, products, and services in a professional and engaging manner.

Utilizing Resources and Support

As a Practicing Musician Ambassador, you will have access to a variety of resources and support services designed to help you excel in your role and effectively represent the company on social media and other publicity platforms. To make the most of these resources, follow these guidelines:

- 1. Familiarize yourself with the Ambassador Portal: The Ambassador Portal serves as the central hub for all resources, support materials, and communication related to your role as an Ambassador. Take the time to explore and familiarize yourself with the portal's features, and make it a regular practice to check for updates and new resources.
- 2. Access branding materials: To ensure a consistent visual identity across all Ambassador-related content, utilize the branding materials provided by Practicing Musician. These may include logos, color palettes, fonts, and templates for social media posts, graphics, or other promotional materials. Use these elements in accordance with the Social Media and Publicity Guidelines to maintain a cohesive brand identity.
- **3.** Leverage content ideas and inspiration: Practicing Musician may offer content suggestions, ideas, or inspiration for Ambassadors to use when creating and sharing content. Make use of these resources to develop engaging, informative, and relevant content that resonates with your audience and showcases the company's products and services.
- 4. Join Ambassador community groups: Engage with fellow Ambassadors by participating in online community groups, forums, or social media channels created specifically for the Ambassador program. This is an excellent opportunity to network, share ideas, collaborate, and learn from the experiences of others in the program.
- **5.** Attend regular updates and webinars: Stay informed about company news, product updates, and changes to the Ambassador program by attending any scheduled updates or webinars. These sessions may cover essential information, offer new resources, or provide insights into best practices for your role as an Ambassador.

- **6.** Seek support from the Ambassador Team: If you have questions, concerns, or require assistance with any aspect of your role as an Ambassador, reach out to the designated Ambassador support team. The team is available to provide guidance, clarification, and support to ensure you can effectively represent Practicing Musician and its offerings.
- 7. Provide feedback on resources and support: As an Ambassador, your feedback is invaluable in helping Practicing Musician refine and improve the resources and support available to the program. Share your thoughts, suggestions, and experiences with the Ambassador team to contribute to the continuous improvement of the program and the resources provided.

By actively utilizing the resources and support available to you as a Practicing Musician Ambassador, you will be better equipped to create engaging content, promote the company's products and services, and foster positive relationships with your audience and fellow Ambassadors.

Accessing Contact Information for Questions and Concerns

As a Practicing Musician Ambassador, you may encounter situations where you have questions, concerns, or require guidance related to your role and responsibilities. To ensure you have the support and assistance you need, follow these guidelines to access the appropriate contact information:

- 1. Check the Ambassador Portal: The Ambassador Portal is your primary source for contact information related to the Practicing Musician Ambassador program. Visit the portal and navigate to the designated "Support" section (bottom of the right column) to find the appropriate contact details for your specific needs.
- 2. Refer to program documentation: Your Ambassador program materials, including the Social Media and Publicity Guidelines and any other training resources, may contain contact information for specific departments or individuals within Practicing Musician. Review these documents to identify the relevant contact details.
- 3. Utilize Ambassador community channels: If you're unsure whom to contact or how to find the information you need, consider reaching out to your fellow Ambassadors through community channels, such as online forums or social media groups. Your peers may be able to point you in the right direction or share their own experiences in finding assistance.
- 4. Contact the Ambassador Support Team: If you cannot locate the appropriate contact information through the above methods or if your question or concern is not addressed in the provided resources, reach out to the designated Ambassador support team. This team is available to assist you with any inquiries or issues related to your role and responsibilities as an Ambassador.
- 5. Maintain a contact directory: To stay organized and ensure you have the necessary contact information readily available, consider creating and maintaining a personal contact directory. This can include key Practicing Musician personnel, fellow Ambassadors, and other relevant contacts you may need to access in your role.

By following these guidelines and accessing the appropriate contact information when needed, you will be better equipped to address any questions or concerns that arise during your tenure as a Practicing Musician Ambassador. This will allow you to more effectively represent the company, promote its products and services, and engage with your audience and fellow Ambassadors.